

## SELF SERVICE CENTER

### PROCEDURES: PREPARING FOR THE COURT HEARING GUARDIANSHIP OF A MINOR

#### STEP 1 Documents to prepare before the Court Hearing:

- A. ORDER TO GUARDIAN(S) AND ACKNOWLEDGMENT:** The Petitioner must complete the filing party's information in the top left-hand corner and the caption (name of minor and case number) and read and sign the document called ORDER TO GUARDIAN(S) AND ACKNOWLEDGEMENT. This document contains the basic set of instructions about what the duties of a guardian are.
- Petitioner must sign the original Order in the **acknowledgement** section, make **1 copy**, and bring the original and the copy to the hearing.
- B. ORDER OF APPOINTMENT OF PERMANENT GUARDIAN OF A MINOR:**
- Complete the caption of the Order.
  - The Judge or Commissioner will sign this Order after the hearing if he or she agrees that a guardian should be appointed. The Judge/Commissioner will fill in the rest of the Order at the hearing.
  - Make and bring 1 copy of the order to the hearing
- C. OTHER DOCUMENTS TO BRING TO THE HEARING:** In addition to the two documents listed above, you also need to bring a conformed copy, one that has the date-stamp from the Clerk's office on it, of any document you filed with the Clerk including:
- NOTICE OF HEARING
  - PROOF OF NOTICE OF HEARING
  - WAIVER OF NOTICE (if applicable) -- signed by interested person
  - ACCEPTANCE OF SERVICE (if applicable) -- signed by interested person
  - AFFIDAVIT SUPPORTING PUBLICATION (if applicable)
  - AFFIDAVIT OF PUBLICATION (if applicable)
- D. ACCEPTANCE AND LETTERS OF APPOINTMENT AS PERMANENT GUARDIAN OF A MINOR:** These documents will be presented to the Clerk of the Court after the Judge/Commissioner grants the guardianship. Make at least **2 copies** of these documents.

#### STEP 2 Other things to know for the Court Hearing:

- A. The Juvenile Court utilizes a digital audio recording system to preserve the official record of proceedings. If a party wants a court reporter to record a proceeding in this Court, a written request must be filed with the Clerk of the Court and a copy provided to Juvenile Court Administration at least 72 hours before the commencement of the proceeding.**
- B. If you need a court interpreter,** call 602-506-0490 at least 10 days before the hearing.
- C. Be prepared to testify at the court hearing about why you think the guardianship is needed. Bring any witnesses you think will help you to testify as well.**
- D. AFTER the hearing, you MUST take the original order signed by the Court to the Clerk of the Court. DO NOT LEAVE THE COURT BUILDING WITH THESE DOCUMENTS OR THERE WILL BE NO RECORD OF THE ORDER FOR GUARDIANSHIP. The Clerk will issue documents for you to take with you.**

If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under "attorneys." Also, the Self-Service Center has a list of lawyers who will (for a fee) advise you on how to conduct your own case. The list shows where the lawyers are located, how much they charge to look over the court papers or answer your questions, and what their experience is.

**ALL FORMS REFERRED TO IN THESE INSTRUCTIONS ARE AVAILABLE  
AT THE SELF SERVICE CENTER FOR PURCHASE, OR FOR FREE ON THE WEB AT:**  
[http://www.superiorcourt.maricopa.gov/ssc/forms/forms\\_available.asp](http://www.superiorcourt.maricopa.gov/ssc/forms/forms_available.asp)